



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: DEPARTMENT LIBRARIAN I - II

DEFINITION: Under general direction, manages the activities of a unit of either Public Services or Technical Services and performs complex library work, including the supervision of subordinate professional librarian staff.

REPORTS TO: Manager - Main Library Services or Manager - Branch Library Services.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Directs the activities of a branch library having subordinate professional librarian staff or directs a specialized activity of the Main Library.

Grade Level II - Directs the activities of a major department of the Main Library and sections assigned to it; selects library materials for purchase and develops indexes system-wide to meet the needs of a major urban resource library; supervises the automated integrated on-line system.

EXAMPLES OF DUTIES:

- Plans, assigns, supervises, and evaluates work of professional and non-professional staff;
- Selects, trains and develops staff members;
- Develops and maintains the library a utomated integrated integrated on-line system;
- Uses the automated cataloging system to catalog and classify a variety of library materials, and ensures staff training in its use;
- Maintains on-going contact with the community to determine its library needs and responds to a variety of ways to meet these needs;
- Develops and maintains the collection for relevancy and currency;
- Assists in technical classification;
- Performs reference work including data base searches;
- Assists and advises readers in the selection of materials;
- Prepares reading lists, bibliographies, and special indexes;
- Prepares regular and special statistical and narrative reports;
- Prepares and monitors non-personal budget for assigned area;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Master's Degree in Library Science from an American Library Association accredited college/university, with three years of full-time professional librarian experience;

DEPARTMENT LIBRARIAN I – II (continued)

Working knowledge of management principles and techniques, including budgeting and employee supervision;

Working knowledge of the Dewey Decimal Classification and Library Information System;

Skill to effectively communicate both orally and in writing with a diverse ethnic socio-economic constituency;

Willingness to work irregular hours, evenings, weekends, and holidays;

Valid motor vehicle operator's license.

HISTORY:

Established 12/30/83; Revised 11/27/72, 05/10/88

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission